



CALIFORNIA UNEMPLOYMENT INSURANCE APPEALS BOARD JOB OPPORTUNITY

DATE: June 30, 2003

POSITION: **PROGRAM TECHNICIAN III, Calendar/Registration**

Permanent Full Time

Position Action #2-241

SALARY: **\$2626 – 3193**

LOCATION: **Oxnard Office of Appeals**

2220 East Gonzales Road, Suite 200, Oxnard, CA 93036-8294

POSITION DESCRIPTION:

Under general direction of the Appeals Supervisor I, performs a variety of activities involving complex procedures for scheduling ALJs. The position requires a thorough and detailed knowledge and the application of the appropriate laws, rules, and regulations pertaining to the appeals process and Employment Development Department (EDD) procedure and working knowledge of the California Code of Regulations and the California Unemployment Insurance Code. Performs the registration of cases following regulatory guidelines requiring semi analytical, interpretative, evaluation, and constructive thinking.

- Prepare and analyze Uncalendared Case Summary Report to determine how many time-lapse cases are available.
- Coordinate and assign placement of available ALJs based on workload and time-lapse standards and the complexity of cases and calendaring guidelines.
- Assign the time and length of hearing based on time lapse standards, number of issues, and complexity of issues; conforming to the most current ALJ caseload agreement and ALJ availability.
- Organize and schedule mass calendars for ALJIs based on calendaring guidelines.
- Plan, organize and assign the work of various independent contractors performing the interpreter duties.

Must be able to communicate verbally or in writing with parties regarding: postponements, telephone hearings, schedule changes and legal documents such as subpoenas after the judicial review and take appropriate action.

WHO SHOULD APPLY:

Persons who are reachable on the current CUIAB Program Technician III list or other classes within transfer range. SROA and surplus employees will be given first consideration.

CANDIDATES PARTICIPATING IN THE CURRENT PROGRAM TECHNICIAN III EXAMINATION ARE ENCOURAGED TO APPLY.

SUBMIT APPLICATION

(Form 678) to:

CUIAB, Administrative Services

Attn: Ingrid Azvedo, Human Resources Analyst

2400 Venture Oaks Way, Ste. 400, Sacramento, CA 95833

CONTACT:

For more information about this position, contact:

John Zinto, AS II Phone: (805) 485-5389

FINAL FILING:

July 10, 2003